



# **Departmental Quarterly Performance Report**

**Office of Community and Economic Development**

**April 1<sup>st</sup> – June 30<sup>th</sup>,  
2003**

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***Note: The Office of Community and Economic Development's Fiscal  
Year starts January 1<sup>st</sup> and ends December 31<sup>st</sup>***

# Departmental Quarterly Performance Report

Department Name:

Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><b>Fiscal Responsibility</b></u></p> <p><i>Describe initiative and provide status update</i>  <i>Insert associated performance measures, if applicable, e.g.</i></p> <p>OCED reduced the amount of unexpended CDBG entitlement funds awarded to Miami-Dade County in an on-going effort to meet the U.S. HUD requirement that entitlement funds available do not exceed 150 percent of annual entitlement, as of June 30<sup>th</sup>, the ratio is 1.49.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u><b>Service</b></u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>40 microloans have been provided to micro business operators during the second quarter of 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u><b>Service</b></u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>50 businesses have received assistance through the Enterprise Zone Program and have received fiscal incentives through the EZ Program in the first second quarter of 2003.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u><b>People</b></u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>2 parcels of land have been removed/disposed. Emphasis has been placed on the acquisition of parcels in Opa-locka, Homestead, Model City which are currently in progress.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

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<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Annual Performance and Evaluation Report to U.S. HUD was submitted to U.S. HUD on April 1<sup>st</sup>, 2003.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The work on update of the Consolidated Plan begun with the approval of the FY 2004 Policy Paper by the Board of County Commissioners on April 8, 2003. 531 applications have been received by OCED to address high priority community needs for the Consolidated Plan update. OCED staff has held 65 community meetings to seek public input for HUD mandated Action Plan update.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>154 activities out of a total of 266 currently funded activities have been monitored up to the end of the second quarter and monitoring reports have been issued.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Up to the end of the Second Quarter, OCED prepared 3 plan amendments totaling \$7.0 million to current and prior year grant funds to ensure timely expenditures and management of grant funds and provide timely services to the community.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>By the end of the 2<sup>nd</sup> Quarter, OCED completed 100% of the contracts for the funded activities for FY 2003 Action Plan.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted Priorities</i>  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>ECC Project</i>  <input type="checkbox"/> <i>Audit Response</i>  <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

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<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Up to the two period ending June 30, 2003, 100% of the HOME Grant Funds for FY 2001 and FY 2002 Action Plan Years totaling \$12.8 million have been obligated and committed within the 24 month period as mandated by U.S. HUD.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>On April 8, 2003, the Board of County Commissioners approved the FY 2004 Policy Paper which mandates policies ensuring that the RFA (Request for Applications) contains guidelines that ensures that applicants have site control, Zoning, Permitting and Development Team issues already addressed when submitting applications for funding. This policy allows OCED staff recommendations to be linked to transactions as opposed to concepts.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>FY 2004 Policy Paper approved by the BCC establishes policies that places caps on Housing Service delivery and re-enforces the HUD Caps on Public Service Category.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)</p>

## Departmental Quarterly Performance Report

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### PERSONNEL SUMMARY

#### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	73	85	76	9	78	7				

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

#### Notes:

#### *B. Key Vacancies*

(1) Assistant to the Director, OCED; (1) Commercial Rehabilitation Specialist; (1) Business Development Specialist; (2) Contracts Officer; (1) Principal Planner; (1) Clerk 2.

#### *C. Turnover Issues*

N/A

#### *D. Skill/Hiring Issues*

Departmental restructuring continues.

#### *E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)*

Temporary employees are performing the duties of seven (7) vacant positions.

#### *F. Other Issues*

Semi-County freeze is still in existence.

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦								
♦								
♦								
♦								
Total								
Expense*								
Activity 1								
Activity 2								
Activity 3								
Total								

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

## Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

## Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

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### *STATEMENT OF PROJECTION AND OUTLOOK*

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_